



DATE: November 7, 2002

CANCELS: February 7, 2002

PUBLIC HEALTH & SOCIAL SERVICES DEPARTMENT POLICY

Approved by:

Sherri McDonald
Director

POL # 11-304 Use of hand-held communication devices

The Department values staff efficiency and the security of County property. This policy applies to all Department staff.

Purchase of hand-held communication devices using County controlled resources must show a demonstrated County business need prior to purchase.

- County business need can be demonstrated by increased productivity, decreased resource investment, or improved efficiency.

Users of this technology must have written support from their Program Manager and Department Director prior to purchase or connection to County resources.

- Hand-held communication devices purchased with County controlled resources must have a County inventory tag affixed to the device.
- Should the employee lose or damage the County purchased, hand-held device, the employee is responsible to replace the device with a comparable hand-held communications device.
- Software licensure considerations, including the number of software users per software license must be cleared with the Senior Information Technology Analyst prior to implementation.

Use of hand-held communication devices will be supported by County staff ONLY within specific hardware and software parameters.

- Specific hardware will include Palm Pilot brand or completely compatible hardware using the Palm Operating System.
- Individual staff will use County-purchased software, not personal software.
- The County will purchase software that is loaded onto County-owned equipment (i.e., desktop personal computer) for use in synchronizing the Palm with the desktop. Specific software will include Intellisync brand or completely compatible software.